



INDIANA ARTS COMMISSION

Connecting people to the arts

150 West Market #618
Indianapolis, IN 46204
317/232-1268 317/232-5595 (fax)
arts@state.in.us
www.in.gov/arts

Individual Artist

Projects Final Grant Report

INSTRUCTIONS FOR COMPLETING THE FINAL GRANT REPORT FORM

In order to be prepared to submit this report at the end of your project, we suggest that you review the Final Grant Report Form and instructions before your project starts. For assistance in completing this report, please contact the IAC Grants Management or Program staff.

GRANTEE INFORMATION

Grant number: Enter the code that IAC has assigned to this grant. (Example: FY2005-25) This number can be found on page one of your Grant Agreement.

Name of Artist: Enter your full legal name.

Telephone and E-mail: Enter your daytime phone number and e-mail address. IAC staff will contact you via one of these methods if they have any questions or need additional information.

CONTRACT COMPLIANCE

Check "Yes" or "No", to indicate if significant changes have been made to the project as you described it in your IAC Individual Artist Program grant application. Significant changes include more than a 10% increase or decrease in income or expenses, and/or major changes in the project's goals, methods, personnel, facilities, and dates.

ASSURANCES

Read the assurances. You must sign and date this section. On the line below your signature, print your name.

PROJECT FINANCIAL INFORMATION

ACTUAL EXPENSES

This section documents the actual cost of your funded project.

Expenses: The total dollar amount of money spent to support the project. This includes: (1) all personnel costs including artists, clerical and technical staff, and consultants. (2) all fees, licenses, etc. (3) all money for space rental, travel, marketing, and advertising. (4) all capital expenditures and acquisitions. (5) all remaining costs that do not fit into the above categories.

In the lines on the Expense form, tell us how much money you spent for this project. Include all expenses for the project, whether the IAC funded them or not.

ACTUAL INCOME

This section documents the actual income received for your funded project.

Income: The total dollar amount of money received to support the project. This includes: (1) all federal, state, and local government funds, including those funds listed under IAC Grant Amount Spent. (2) all corporate, foundation, and other private money. (3) all money from admissions, subscriptions, etc. (4) all money received from the sale of services etc. produced from this project. (5) all cash applicant has devoted to support this project. (6) all revenue derived from sales associated with the project such as concessions, parking, T-shirts, gift shop income, etc.

The first line, Artist Cash, should be used to reflect any of your own money that you used to complete the project.

IN-KIND DONATIONS

In-kind: The estimated dollar value of services or materials contributed to support the project. These services or materials may be of almost any nature, but they should never include cash contributions. Cash contributions should be reported in Actual Income.

Examples:

A local hardware store donates lumber for a stage. He would normally charge \$200 for the lumber, but donates 50% of the cost to your project. By only charging you \$100, you have received the other \$100 as an in-kind donation of materials.

A local accountant has agreed to manage your accounts for your funded project. Normally she would receive \$12/hour, but wants to provide this service to you for nothing. She should calculate the amount of time she has spent on your project, charging her normal fee, and you can report that amount as an in-kind donation of her services.

WHO DIRECTLY BENEFITED FROM THE PROJECT?

Geographic Area Served

- a. Enter the number of different Indiana counties served at least one time by this project. *Example: 2 counties served.*
- b. Enter the name of each county served. *Example: Clark, Floyd.*

A county is considered "served" if: an arts activity took place in the county (festival, exhibit); an arts service was provided to residents of the county (arts calendar, newsletter); and/or a project participant (either an artist or an audience member or other type of participant) resided in the county.

Number and Characteristics of People Served

Individuals Benefiting: The total number of artists participating, children and youth benefiting, and other DIRECT project beneficiaries and participants. Count yourself in this number. Limit inclusion to only those participants and audience members affected by the immediate execution of the funded project. (E.g., for a public performance, provide actual audience/admission figures instead of county populations or estimates of subsequent recording sales.)

Artists Participating: The total number of artists directly involved in providing art or artistic services specifically identified with the project. Include living artists whose work is represented in an exhibition, regardless of whether the work was provided by the artist or by an institution. Count yourself in this number.

On Line G of both columns, enter the total number of people who directly benefited (column 1) and the total number of artists who participated (column 3) in your funded project. On lines A through F and H through L, tell us the breakdown of both groups. The numbers you enter in lines A through F in both columns should add up to the respective totals on Line G.

TELL US ABOUT YOUR COMPLETED PROJECT

Please answer all the questions in the space provided on the form.

1. If your project varied from what you proposed in your grant application, explain how and why your project changed.

Review the information you submitted in your Individual Artist Program grant application. Tell us what changes you made from that information. Did your project expenses increase or decrease from what you had anticipated? Did your timeline significantly change? Did you include people in the execution of your project that you hadn't planned on using?

2. How did you accomplish your project?

Explain the general steps that you followed to complete your project. If you followed the exact steps you outlined in your Individual Artist Program grant application, you can tell us that no changes were made from what you had proposed.

3. How did the project make a difference in your career development?

A major goal of the Individual Artist Program is to enhance your career development. Tell us why your completed project benefited and enhanced your career. How is your career different now that your project is complete?

4. How did the public benefit from this project?

Did you use knowledge gained from your project to benefit a school or community? Was there a public viewing of work created during the grant period? Have you shared knowledge gained from your grant activities with others?

5. What were the outcomes of your project and how do you measure its success?

Outcomes are a measurable, concrete result. What was a positive thing that happened because of your Individual Artist Program grant? Did the purchase of a new piece of equipment make you more efficient, so instead of producing three new pieces you were able to produce five? Did you acquire a new skill that you previously didn't have? Did new skills that you obtained result in a job opportunity that you wouldn't have had before? Is the project successful because you were able to advance your career in a measurable way?

PROJECT RESULTS

This section asks you to tell us how you think your project benefited other people besides yourself. As you read each option, think about whether or not your project accomplished the result. If you feel that you did accomplish a specific result, check that result and in the space underneath provide a brief explanation of how you feel you did that. Please provide an honest self-assessment of your project results.

SUBMITTING THE REPORT

The Final Grant Report is due approximately one month following the last day of the project period, and no later than July 31, 2005. As soon as your project is complete, you may submit your Final Grant Report, you do not need to wait until July. Reports should be mailed to the Indiana Arts Commission office at the address that appears on page one of the Final Grant Report form. No faxed reports will be accepted. Failure to submit a Final Grant Report on time could mean that you would have to return all grant money and/or be ineligible for future IAC funding.

- Submit one (1) original and one (1) copy of the report. The original report should contain your signature in ink, not a copy of your signature.



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Individual Artist Project Final Grant Report

GRANTEE INFORMATION

IAC Individual Artist Program Grant Number: _____

Name of Artist: _____

Telephone: _____ E-mail: _____

CONTRACT COMPLIANCE

In response to the statement below, check one: _____ **YES** _____ **NO**

“The project’s expenses or income have varied by more than 10% AND/OR project goals, methods, key personnel, facilities, or dates have changed significantly from the those initially approved by the IAC (on the Individual Artist Program application form).”

If you checked “YES” above, you must include in this Final Grant Report, a request for the IAC to approve the changes that have been made. You should explain your changes in the section titled Tell Us About Your Completed Project. Project funding is contingent upon IAC approval of changes.

ASSURANCES

The undersigned certifies (1) the information provided in this report is true and correct, and (2) the expenditures were incurred solely for the purposes of the above numbered grant and in compliance with Indiana Arts Commission guidelines, including federal and state statutes prohibiting discrimination against any person on the basis of race, religion, color, national origin, gender, age, or physical or mental disability. Grantee will maintain records and documentation pertaining to grant activities and expenditures for a minimum of three (3) years and will make this material open to inspection by the IAC, with proper notice, for monitoring purposes.

Signature of Artist

Date Signed

Print Name

PROJECT FINANCIAL INFORMATION***ACTUAL CASH EXPENSES***

Personnel-specify:	\$
Personnel-specify:	
Personnel-specify:	
Space Rental	
Travel/Transportation	
Marketing/Publicity/Promotion	
Other-specify:	
Other-specify:	
Other-specify:	
TOTAL Cash Expenses	\$

ACTUAL CASH INCOME

Artist cash	\$
Donations	
Other Grants-specify:	
Other-specify:	
Other-specify:	
IAC Grant Amount Spent plus final payment	\$
TOTAL Cash Income	\$

IN-KIND DONATIONS

Non-cash Donation-specify:	\$
Non-cash Donation-specify:	
Non-cash Donation-specify:	
Non-cash Donation-specify:	
TOTAL In-kind Donations	\$

WHO DIRECTLY BENEFITED FROM THE PROJECT?Geographic Area Served

- Total Number of Indiana Counties Served by this Project: _____
- List the counties served in alphabetical order in the space below.

Number and Characteristics of People Served

CHARACTERISTICS – you may select any combination of the characteristics that apply	Individuals Benefiting (Number)	Artists Participating (Number)
<u>RACE /ETHNICITY</u>		
a. American Indian/Alaska Native	_____	_____
b. Asian	_____	_____
c. Black/African American	_____	_____
d. Hispanic/Latino	_____	_____
e. White, Not Hispanic	_____	_____
f. Native Hawaiian/Pacific Islander	_____	_____
g. TOTAL (Add a. - f.)	_____	_____
<u>AGE</u>		
h. Total Children (under 18)	_____	_____
i. Total Seniors (65 and above)	_____	_____
<u>DISABILITY</u>		
j. Total Persons w/Mental/Emotional Disabilities	_____	_____
k. Total Persons w/Sensory Impairments	_____	_____
l. Total Persons w/Physical Disabilities	_____	_____

TELL US ABOUT YOUR COMPLETED PROJECT

In the space provided on this page and the next, briefly answer the following questions. Refer to the instructions for tips on what type of information we are looking for.

1. If your project varied from what you proposed in your grant application, explain how and why your project changed.

2. How did you accomplish your project?

3. How did the project make a difference in your career development?

4. How did the public benefit from your project?

5. What were the outcomes of your project and how do you measure its success?

PROJECT RESULTS

Which of the following are identifiable RESULTS of the project? Check all applicable and provide a brief explanation beneath each item you checked.

_____a.Contributed to the local economy.

_____b.Improved quality of life in the community.

_____c.Broadened the general public's knowledge of or skills in the arts.

_____d.Provided arts activities to an underserved community or group.

_____e.Increased individual artistic or administrative skills.

_____f.Increased organizational capacity.

_____g.Increased understanding among different cultures.

_____h.Increased understanding about different art forms.

_____i.Advanced a specific art form.

_____j.Strengthened the arts education curriculum in local schools.

_____k.Other (specify): _____.